



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF AUDIT AND CONSULTING SERVICES
WILLIAM R. SNODGRASS TENNESSEE TOWER, 12TH FLOOR
312 ROSA L. PARKS AVENUE
NASHVILLE, TN 37243-1102
PHONE: (615) 741-4892 FAX: (615) 532-2989

September 9, 2008

Dear Potentially Eligible Employer:

In accordance with the provisions of Chapter 490 of the Public Acts of 2005, a jobs tax credit is available for employers who establish either a full-time or part time job(s) for persons with disabilities who are receiving state services directly related to such disability. In order to qualify for the jobs tax credit, employers must participate in an existing state government employment incentive program pursuant to which persons with disabilities are being served. This credit is allowed against a taxpayer's franchise and excise liability tax for the year in which the job(s) were established. A five thousand dollar (\$5,000) credit is available for each qualifying net new full-time job and a two thousand dollar (\$2,000) credit is available for each qualifying net new part-time job. Additional information concerning the jobs tax credit is outlined in Chapter 490, which can be found at <http://www.state.tn.us/sos/acts/104/pub/pc0490.pdf>.

The employment of the person with a disability must create a net increase in the number of persons with disabilities employed by the taxpayer (i.e., employer). The qualifying employment must be provided for at least 12 consecutive months and for no less than the minimal hours per week required by Chapter 490. The minimal hours are 37.5 per week for full-time jobs and 10 per week for part-time jobs. In addition, to receive the jobs tax credit of five thousand dollars (\$5,000) for the creation of a full-time job, the employed person must be enrolled in the employer's health insurance program.

To claim the tax credit, the taxpayer (i.e., employer) must submit a signed and completed **Business Plan Application** to the Department of Finance and Administration at the following address:

TENNESSEE DEPARTMENT OF FINANCE & ADMINISTRATION
ATTENTION: OFFICE OF AUDIT & CONSULTING SERVICES
WRS TENNESSEE TOWER, 12TH FLOOR
312 ROSA L. PARKS AVENUE
NASHVILLE, TN 37243-1102

Should you have any questions, please contact me at (615) 741-4892.

Sincerely,

Ron Maupin
Director of Audit and Consulting Services